

[Print on Company Letterhead] [Print on Company Letterhead]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

**Re: Request to Change Working Pattern**

Dear <<Name of Employee>>,

Thank you for your request to change your working pattern which was received on <<Date>>.

We will give this request serious consideration and will be arranged in order to see how the proposed working pattern might affect you. You will be given [8] days of the above date. You may opt to have a friend, colleague or representative accompany you to the meeting. Please let me know if you would like to. The appropriate arrangements can be made.

Following the meeting, a decision will be made on the validity of your request.

I will be in touch shortly to organize the meeting. In the meantime, please do not hesitate to contact me should you have any queries.

Yours sincerely,

<<Name>>

<<Title>>